



NATIONAL HEADQUARTERS
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MEMORANDUM FOR: CAP REGION CCs/CDDs, WING CCs/CDOs/LOs

SUBJECT: CAP Counterdrug Member Qualifications and Currency Policy Letter

1. Since the 18 March 2000 Counterdrug Orientation Telecourse, we have received numerous questions concerning qualifications to participate in the counterdrug program. This policy letter amends the requirements in the Civil Air Patrol Counterdrug Operations Handbook (CD Handbook) dated 1 August 99 and other CAP regulations addressing CD qualifications and currency.

CD Member Initial Qualification

2. The wing/region commander selects a CAP member to participate in the CD program. The following requirements must be met before the member may participate:
 - a. The selected member must be a senior member with at least two years membership in CAP. Time spent as a cadet may be used to satisfy this requirement provided a waiver is submitted and approved in accordance with the current CAP Regulation and CD Handbook. HQ CAP/DOC may grant waivers to the two-year membership requirement in special circumstances.
 - b. All CD flight crewmembers must meet the pilot qualifications and requirements as stated in CAPR 60-1.
 - c. The applicant must complete a CAP Form 83, *Civil Air Patrol Counterdrug Application*, and submit it to the Wing CDO/Region CDD. Only the most current version (the one on the CAP Homepage) will be accepted. This form is a two-sided form, printed on the front and back of a single sheet of paper. Ensure you have filled in all parts of every box on both sides. The wing/region commander or designee reviews member eligibility and signs the form. The form, with original signatures and printed as a one-page document, is submitted by the Wing CDO to HQ CAP/DPPX for processing.

- d. HQ CAP/DPPX verifies the member information on the CAP Form 83 and forwards the form to the El Paso Intelligence Center (EPIC) for background screening. EPIC forwards the CAPF 83 and the results of their screening to both the U.S. Customs Service (USCS) and Drug Enforcement Administration (DEA) for their review. Members are required to be screened and cleared by both the USCS and DEA. If either USCS or DEA denies a member clearance, the individual will not be allowed to participate in the counterdrug program. NOTE: USCS and DEA will not provide the reason they decertify a person.
 - e. Once the screening process has been completed, the member should be scheduled to attend the CD Orientation Telecourse. The Telecourse will be held the third Saturday of March and September through the year 2005 (some dates in the CD Operations Handbook are incorrect, check a calendar). In accordance with USCS' and DEA's wishes, viewing of the videotape copy of the Telecourse does not satisfy this requirement unless a specific waiver has been issued due to very extenuating circumstances, such as failure of a downlink site.
3. When all the above requirements have been met and proper documentation has been provided to the Chief, Confidential Screening, HQ CAP/DPPX, as outlined in the CD Handbook, each wing/region CD roster will be updated and a 101CN card for each certified applicant will be sent to the respective wing/region commander. The wing/region commander will make a final review of each member's qualifications and then issue the individual his/her 101CN card. Once the member has been issued the card, the individual is then authorized to participate in approved CD missions.

CD Currency

4. CD members will automatically be re-screened every two years. No action is required by the member, wing, or region, for the re-screening process. If either USCS or DEA denies a member clearance, the individual will not be allowed to participate in the counterdrug program. There is no appeal from USCS or DEA.
5. In order to maintain currency in the program, members must meet the following requirements;
 - a. Complete 20 hours of participation in the CD program every year. Individual members are responsible for keeping track of the number of hours they participate in the CD program. IAW the CD Handbook, the wing CDO/region CDD will establish a tracking mechanism to insure members' participation. At the end of each fiscal year, the wing CDO/region CDD will forward to HQ CAP/DPPX a list of all members who have not met the 20-hour participation requirement. Any form of CD program participation will satisfy this requirement. Some examples are:
 - Time invested in attending the semi-annual CD Orientation Telecourse.
 - Time invested devising scenarios, teaching courses, processing reimbursements, instructing or evaluating personnel.

- All time spent associated with a CD mission: coordinating, mission planning, preflight, flying time, time between sorties on a mission, post-flight, completing paperwork, following up on mission results, etc.
 - Performing administrative tasks or duties and providing communication support directly related to the CD program.
- b. Members must attend a CD Orientation Telecourse at least once every two years. Viewing a copy of the videotape of the course does not satisfy this requirement unless a specific waiver is granted.
- If an individual does not attend a CD Orientation Telecourse within the two-year timeframe, the member will be suspended from participation in the counterdrug program. The suspended member may participate in CD activities only after attending the next scheduled Telecourse. Attendance is documented and the CAPF 81 sent to HQ CAP/DPPX. If the member fails to attend the next scheduled Telecourse (hasn't attended in two and a half years), the individual will be dropped from the CD program. The member would then have to complete the entire application process in order to become certified to participate in the CD program again.
6. If you have any questions please address them to Norm Ginther at 334-953-2452 or email him at nginther@capnhq.gov.

A handwritten signature in black ink, appearing to read 'Samuel L. Harrison', followed by a long horizontal line extending to the right.

SAMUEL L. HARRISON
Chief, Counterdrug Operations

cc:
CAP-USAF/LR/CC